

Community Education Course Proposal Instructions

Thank you for your interest in teaching a Community Education class for Peninsula College. To propose a class, read the following information carefully.

The Course Proposal has two parts:

- Course Proposal form
- Resume

Course Proposal Application Deadlines

Course proposal applications are accepted on an ongoing basis and classes follow the Peninsula College academic calendar. Courses are selected approximately three months before the term begins in order to meet deadlines for the Quarterly Schedule.

Course Proposal Deadlines

| <u>Quarter</u> | <u>Due Date</u> |
|----------------|-----------------|
| Winter 2010 | Sept 15, 2009 |
| Spring 2010 | Dec 18, 2009 |
| Summer 2010 | April 1, 2010 |
| Fall 2010 | N/A |

NOTE: Proposals submitted after the respective dates will be considered for the following quarter.

Course Proposals are selected on the basis of your qualifications; previously expressed interest from the community, practical marketability, available classroom facilities, and the overall balance and diversity of Community Education offerings for the term. In any given quarter, we may be unable to select your class based on any or all of the above conditions.

Community Education will not offer classes which clearly promote a business, recruit for a religious organization, advocate civil disobedience, or endanger the public welfare.

Course descriptions and instructor biographies used in the Peninsula College Quarterly Schedule are also used in your course syllabus and other class promotion. Please write them as you would like them to appear in print. We reserve the right to edit descriptions for any reason. The course title can be simple or catchy. The course description's opening statement needs to focus on the course content or how or what the student will learn. Opening statements usually include: a definition, the end result, a question, an outstanding or impressive fact, and/or a quotation. The course description should be enticing, factually complete and accurate with solid course information. The biography should establish your qualifications in terms of your experience and credentials or degrees.

The length of a class (beginning and end dates) and the time of the class are determined primarily by you and should be based on the content and your target audience. We suggest you look at our current [Quarterly Schedule](#) for ideas. While length and times are proposed to attract your target audience, availability of classrooms may determine the eventual dates and times.

Class fees are based upon your salary expectation and the direct costs of offering the class to the public. Any **material fee** you set is also added to what the student pays. A review of our current Quarterly Schedule will give you some idea of the range of fees students pay and for what subjects.

Textbooks

Textbooks are not required for Community Education classes. However, if you do plan to recommend that students purchase a book, have a clear understanding of where they will find the book and the amount that will add to their cost for the class. The book title and author and information on purchasing (including ISBN number) should appear on your syllabus.

Peninsula College Strategic Priorities

Some preference will be given to classes whose content supports one or more of Peninsula College's Strategic Priorities:

- **Global Awareness**...preparing students to live in an increasingly interdependent global society.
- **Rapid Change**...preparing students to succeed in a world characterized by rapid change in the workforce and technologies.
- **Rural Economic Development**... providing leadership and support for the ongoing sustainable development of rural communities.
- **Environmental Sustainability**...promoting sound environmental stewardship through the teaching and learning process and institutional practices.
- **Outreach to Diverse Populations**...contributing to a healthy, vibrant community by engaging diverse populations.

Peninsula College is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact the Human Resource Office at (360) 417-6212 or TDD at (360) 417-6339.